

## **Program A: Administration**

Program Authorization: La. Constitution, Article X, Sections 16-20; Louisiana Revised Statutes 33:2471 et seq. and 33:2531 et seq. Funding for the Office of State Examiner is provided through R.S. 22:1419(A) relative to the creation of the Municipal Fire and Police Civil Service Operating Fund.

### **Program Description**

The mission of the Administration Program (organizationally expressed as the Office of State Examiner, Municipal Fire and Police Civil Service) is to administer an effective, cost-efficient civil service system based on merit, efficiency, fitness, and length of service, consistent with the law and professional standards, for firefighters and police officers in all municipalities in the state having populations of not less than 7,000 nor more than 400,000 inhabitants, and in all parish fire departments and fire protection districts regardless of population, in order to provide a continuity in quality in law enforcement and fire protection for citizens of the state in both rural and urban areas.

The goals of the Administration Program are as follows:

1. To develop and maintain validated classification plans in cooperation with the Municipal Fire and Police Service Board in each jurisdiction which describe the grouping of like positions within the respective fire and police departments into classes which may be treated the same for all personnel purposes, the arrangement of which is designed to show the principal and natural lines of promotion and demotion, and which provide qualification requirements necessary for eligibility for admission to the respective examinations.
2. To prepare and administer valid tests of fitness, developed according to professionally acceptable standards, for determining eligibility for initial appointment or promotion to classified positions in the respective fire and/or police departments of the municipalities and fire protection districts, score the tests and furnish the results to the local civil service boards for which the tests are given.
3. To provide operational guidance in the legal requirements of the Municipal Fire and Police Civil Service System to the local civil service boards, governing and appointing authorities, department chiefs, employees of the classified fire and police services, and other local officers regarding the duties and obligations imposed upon them by civil service law and relevant State and Federal laws pertaining to the administration and management of personnel within the classified service.

The Administration Program includes three major activities: Testing, Personnel Management, and Administrative Support.

1. Testing: The Office of State Examiner provides testing in the local jurisdictions for both competitive and promotional appointments. Legal requirements and professionally acceptable standards require that such tests be validated and supported by adequate documentation. There are several types of validation strategies, but the underlying principle of validation is that the knowledge, skills, and abilities measured by employment selection tests should be substantially related to those skills necessary in order to perform on the job for which the evaluation is being conducted. This poses a unique problem for the Office of the State Examiner in that Municipal Fire and Police Civil Service contains a wide range of department sizes based upon the needs of the respective jurisdictions. While the rank structure in both fire and police departments may appear to be fairly standard with common class titles in the respective services in most jurisdictions, there is actually a wide variation in the assignment of duties and responsibilities. The job of Police Lieutenant in Abbeville or Minden, for example, may be vastly different from the job of Police Lieutenant in Shreveport or Baton Rouge.

There are two types of examinations prepared by the Office of State Examiner (OSE): those developed for use across multiple jurisdictions and those

custom-designed for a specific use in a single jurisdiction. The foundation of the exam development process for both types of examinations is a comprehensive job analysis that identifies the distinguishing responsibilities assigned by the appointing authority to the respective classes under his or her control. Regardless of

whether the number of positions being analyzed is large or small, standard job analysis techniques require the job to be broken down into individual elements called

## Program A: Administration

"tasks," which, when combined, form a complete picture of all the duties that might be assigned to a specific class of positions. The tasks are generally presented in

questionnaire format to experienced incumbents in the class being evaluated. The questionnaire respondents are asked to evaluate each task by means of scales for importance, frequency of performance, consequence of error for failing to perform the task correctly, and whether or not the incumbent needed to have the knowledge or ability to perform the task from the first day on the job. Whenever the job analysis surveys a sample of the population from a large class, every attempt is made to representatively sample all relevant race/sex subgroups and applicable working units. The aggregate of responses for all questionnaire

respondents in the jurisdiction provides a clear picture of the job as it is performed in that department and what knowledge, skills, and abilities are needed in order to begin a working test period in the class.

2. Personnel Management: The OSE assists civil service boards in reviewing appointments and personnel movements for compliance with civil service law. Records are maintained on all personnel actions reported for each employee within the system. A fundamental function of the personnel management activity is assisting the respective local civil service boards in developing and maintaining a uniform and comprehensive classification plan within each department. As is the case with the testing function, the foundation of the classification activity is the job analysis. Standard job analysis techniques are employed by the Office of State Examiner to evaluate the duties assigned to the various positions by the appointing authority, and homogenous positions are grouped together as a class of positions.

A class description for each class of positions is developed by this office and includes a general description of the distinguishing features of the class, examples of the major duties, and qualification requirements. The Office of State Examiner initiates classification plan changes or development when indicated necessary by recent job analysis evaluations, to reflect changes in departmental structure initiated by the appointing authority, or when necessitated by changes in federal or state law.

3. Administrative Support: The Office of State Examiner (OSE) provides administrative support to local civil service board members, appointing authorities, departmental chiefs, governing bodies, and employees in the system in making the system operational at the local level. The Office of State Examiner provides administrative support and advice to those at the local level in setting up new jurisdictions, conducting meetings and hearings, adopting rules, and following civil service law as it applies to promotions, appointments, disciplinary actions, appeals, and political activity. OSE personnel are readily available by telephone, through correspondence, or at meetings to respond to the many questions posed to the office. The OSE also provides original orientation and guidance to governing authorities that are required by law to establish systems and provides orientation and assistance to newly sworn boards in making the system operational at the local level. Training is provided to local boards, chiefs, secretaries, and other interested individuals through regional seminars conducted by agency personnel.

*Operation of a Civil Service System*, a comprehensive operational manual published by the OSE, is distributed at the seminars and made available upon request to those at the local level. Other information is conveyed to local jurisdictions through mass mailings or *The Examiner*, the OSE newsletter. Finally, the OSE provides 24-hour access to information through both a voice mail system and the agency Internet website (<http://www.ose.state.la.us>).

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	1,035,256	1,045,213	1,055,566	1,003,561	1,151,762	96,196
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b><u>\$1,035,256</u></b>	<b><u>\$1,045,213</u></b>	<b><u>\$1,055,566</u></b>	<b><u>\$1,003,561</u></b>	<b><u>\$1,151,762</u></b>	<b><u>\$96,196</u></b>
EXPENDITURES & REQUEST:						
Salaries	\$630,786	\$671,732	\$659,514	\$653,044	\$653,044	(\$6,470)
Other Compensation	0	0	0	0	0	0
Related Benefits	142,817	160,444	172,662	163,899	142,961	(29,701)
Total Operating Expenses	209,803	135,131	135,131	123,857	267,347	132,216
Professional Services	4,615	25,000	35,353	25,880	35,000	(353)
Total Other Charges	9,725	38,366	38,366	36,881	36,881	(1,485)
Total Acq. & Major Repairs	37,510	14,540	14,540	0	16,529	1,989
TOTAL EXPENDITURES AND REQUEST	<b><u>\$1,035,256</u></b>	<b><u>\$1,045,213</u></b>	<b><u>\$1,055,566</u></b>	<b><u>\$1,003,561</u></b>	<b><u>\$1,151,762</u></b>	<b><u>\$96,196</u></b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	17	17	17	17	17	0
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b><u>17</u></b>	<b><u>17</u></b>	<b><u>17</u></b>	<b><u>17</u></b>	<b><u>17</u></b>	<b><u>0</u></b>

## SOURCE OF FUNDING

This program is funded with Statutory Dedications derived from "two hundredths of one percent of the gross direct insurance premiums received in the state, in the preceding year, by insurers doing business in the state." (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each Statutory Dedicated fund.)

	<b>ACTUAL</b>	<b>ACT 13</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2003-2004</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Municipal Fire & Police Civil Service Operating Fund	\$1,035,256	\$1,045,213	\$1,055,566	\$1,003,561	\$1,151,762	\$96,196

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$1,045,213	17	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$10,353	0	Non - recurring Carry forward for operational expenses
\$0	\$1,055,566	17	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$4,458	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$17,937	0	Classified State Employees Merit Increases for FY 2003-2004
\$0	(\$1,436)	0	Risk Management Adjustment
\$0	\$16,529	0	Acquisitions & Major Repairs
\$0	(\$14,540)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$10,353)	0	Non-Recurring Carry Forwards
\$0	(\$49)	0	Legislative Auditor Fees
\$0	(\$36,192)	0	Salary Base Adjustment
\$0	(\$14,420)	0	Group Insurance Adjustment
\$0	(\$13,750)	0	Other Adjustments - Group Benefits
\$0	\$5,796	0	Other Adjustments - Job Training Series
\$0	\$142,216	0	Other Adjustments - Operation expenses
\$0	\$1,151,762	17	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$1,151,762	17	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$1,151,762	17	GRAND TOTAL RECOMMENDED

## **PROFESSIONAL SERVICES**

\$35,000 Legal services and other Professional Service deemed necessary to carry out the mission of the Office

**\$35,000 TOTAL PROFESSIONAL SERVICES**

**OTHER CHARGES**

<b>\$0</b>	<b>TOTAL OTHER CHARGES</b>
\$3,216	Legislative auditor expenses
\$2,794	Civil Service/CPTP charges
\$19,011	Risk Management Fees
\$11,860	Office of Telecommunications Management Fees
<b>\$36,881</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$36,881</b>	<b>TOTAL OTHER CHARGES</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

\$16,529 Replacement equipment

**\$16,529 TOTAL ACQUISITIONS AND MAJOR REPAIRS**